

SIS 2000+ Training Manual

Health Exercises

Providers

1. Click on the Providers button and enter four new health providers.
2. Assign a second office address to one of the providers you just created.

Health Information

1. Click on the Health Information button and assign one doctor and one dentist to three student records.
2. Go to any student record and click on the Assign button. This will take you back to the Provider Information screen. Enter a new provider and click Select. You will see that the new entry has been assigned to the student.
3. Click on the Hospital/Insurance Tab. Create a record for this student.

Medical History

1. Click on the Medical History Button and add a medical record for three students.
2. Add a second entry to one of these students and check the Alert flag. This flag will allow you to see that the student has a medical alert. This alert can be viewed in the Student Editor database.
3. Exit the Health module and return to the Main Menu.
4. Click the Enrollment button, then the Student Editor button.
5. Find the student with the medical alert. Note that the alert appears in blue.

Office Visits

1. Go back into the Health module and click on the Office Visits button.
2. Add an office visit record to three students.
3. Add a doctor referral to a student's record. (Note: If this tab appears gray, you may not have access to it.)

Screen Result Edit

1. Click on the Screen Result Edit button. Select a screening description from the Screening Description drop-down box.
2. Select the result descriptions that apply to the screening.
3. Choose another screening description and repeat the above procedure.

Screenings

1. Click on the Screenings button and add three student screening records.
2. Click on the Doctor Referral tab. Fill in the referral information for one student.

Immunization Rules

Note: Once a rule is created, it cannot be deleted. However, you may add, delete, or change the requirements within a rule.

1. Create an immunization rule. This rule should be populated with state-mandated requirements.
2. After selecting an immunization, a window will appear. Fill in the specific requirements associated with the immunization.

Immunizations

1. Click on the Immunizations button to access the student immunization records.
2. Assign an immunization rule to one student. To do so, click on the Select New Rule button. After selecting the rule, you will notice that each required immunization will appear on the grid.
3. Complete this student's immunization records by clicking Edit.
4. Enter administration dates to show that the student has already had these inoculations. Fill in the Verify and Status fields, using the drop-down boxes for selections.

Note: Once an immunization record has been completed, it will permanently remain in the student's file.

Immunization Entry

1. Click on the Immunization Entry button.
2. Add an immunization to three student records.

Reports

1. Click on the Reports button. Select the Immunization Requirements Report.
2. Review the Options tab, Select tab, and Sort tab.